

## INSTRUCTIONS

### Purpose of This Form.

This form is used to apply for a replacement Declaration of Intention, Naturalization Certificate, Certificate of Citizenship, or Repatriation Certificate, or to apply for a special certificate of naturalization as a U.S. citizen to be recognized by a foreign country.

### Who May File.

If you have been issued a Declaration of Intention, Naturalization Certificate, Certificate of Citizenship, or Repatriation Certificate which has been lost, mutilated, or destroyed, or if your name has been changed by marriage or by court order after the document was issued and you wish a document in the new name, you may apply for a replacement.

If you are a naturalized citizen who desires to obtain recognition as a citizen of the United States by a foreign country, you may apply for a special certificate for that purpose.

### General Filing Instructions.

Please answer all questions by typing or clearly printing in black ink. Indicate that an item is not applicable with "N/A". If an answer is "none," please so state. If you need extra space to answer any item, attach a sheet of paper with your name and your A#, if any, and indicate the number of the item.

Every application must be properly signed and filed with the correct fee. If you are under 14 years of age, your parent or guardian may sign the application in your behalf.

### Initial Evidence Requirements.

You must file your application with the following evidence:

- You must submit two color photographs of yourself taken within 30 days of this application. These photos must be glossy, unretouched and unmounted, and have a white background. Dimension of the face should be about 1 inch from chin to top of hair. Face should be 3/4 frontal view of right side with right ear visible. Using pencil or felt pen, lightly print name and A#, if any, on the back of each photo. This requirement may be waived by the Service if you can establish that you are confined because of age or physical infirmity.
- If you are applying for replacement of a mutilated document, you must attach the mutilated document.
- If you are applying for a new document because your name has been changed, you must submit the original Service document and a copy of the marriage certificate or court order showing the name change.
- If you are applying for a special certificate of naturalization, you must attach a copy of your naturalization certificate.

### Copies.

If these instructions state that a copy of a document may be filed with this application, and you choose to send us the original, we may keep that original for our records.

### Where to File.

File this application at the local Service office having jurisdiction over your place of residence.

### Fee.

The fee for this application is \$135.00. The fee must be submitted in the exact amount. It cannot be refunded. **DO NOT MAIL CASH.**

All checks and money orders must be drawn on a bank or other institution located in the United States and must be payable in United States currency. The check or money order should be made payable to the Immigration and Naturalization Service, except that:

- If you live in Guam, and are filing this application in Guam, make your check or money order payable to the "Treasurer, Guam."
- If you live in the Virgin Islands, and are filing this application in the Virgin Islands, make your check or money order payable to the "Commissioner of Finance of the Virgin Islands."

Checks are accepted subject to collection. An uncollected check will render the application and any document issued invalid. A charge of \$30.00 will be imposed if a check in payment of a fee is not honored by the bank on which it is drawn.

### Processing Information.

**Rejection.** Any application that is not signed or is not accompanied by the correct fee will be rejected with a notice that the application is deficient. You may correct the deficiency and resubmit the application. However, an application is not considered properly filed until accepted by the Service.

**Initial processing.** Once the application has been accepted, it will be checked for completeness, including submission of the required initial evidence. If you do not completely fill out the form, or file it without required initial evidence, you will not establish a basis for eligibility and we may deny your application.

**Requests for more information or interview.** We may request more information or evidence or we may request that you appear at an INS office for an interview. We may also request that you submit the originals of any copy. We will return these originals when they are no longer required.

**Decision.** If you establish eligibility for the document, your application will be approved and the document issued. A special certificate of naturalization will be forwarded to the Department of State for delivery to a foreign government official. If your application is denied, you will be notified in writing of the reasons for the denial.

### Penalties.

If you knowingly and willfully falsify or conceal a material fact or submit a false document with this request, we will deny the benefit you are filing for, and may deny any other immigration benefit. In addition, you will face severe penalties provided by law, and may be subject to criminal prosecution.

### Privacy Act Notice.

We ask for the information on this form, and associated evidence, to determine if you have established eligibility for the immigration benefit you are filing for. Our legal right to ask for this information is in 8 USC 1439, 1440, 1443, 1445, 1446, and 1452. We may provide this information to other government agencies. Failure to provide this information, and any requested evidence, may delay a final decision or result in denial of your request.

### Paperwork Reduction Act Notice.

A person is not required to respond to a collection of information unless it displays a currently valid OMB control number. We try to create forms and instructions that are accurate, can be easily understood, and which impose the least possible burden on you to provide us with information. Often this is difficult because some immigration laws are very complex. Accordingly, the reporting burden for this collection of information is computed as follows: (1) learning about the law and form, 10 minutes; (2) completing the form, 10 minutes; and (3) assembling and filing the application, 35 minutes, for an estimated average of 55 minutes per response. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, you can write to both the Immigration and Naturalization Service, 425 I Street, N.W., Room 5307 Washington, D.C. 20536; OMB No. 1115-0015. **DO NOT MAIL YOUR COMPLETED APPLICATION TO THIS ADDRESS.**

**START HERE - Please Type or Print**

**Part 1. Information about you.**

Family Name	Given Name	Middle Name
Address - In care of:		
Street # and Name		Apt #
City or town		State or Province
Country		Zip or Postal Code
Date of Birth (Month/Day/Year)		Country of Birth
Certificate #		A #

**Part 2. Type of application.**

**1. I hereby apply for: (check one)**

- a. ☐ a new Certificate of Citizenship  
b. ☐ a new Certificate of Naturalization  
c. ☐ a new Certificate of Repatriation  
d. ☐ a new Declaration of Intention  
e. ☐ a special Certificate of Naturalization to obtain recognition of my U.S. citizenship by a foreign country

**2. Basis for application:** ( If you checked other than "e" in Part 1, check one)

- a. ☐ my certificate is/was lost, stolen or destroyed (attach a copy of the certificate if you have one). Explain when, where and how \_\_\_\_\_  
b. ☐ my certificate is mutilated (attach the certificate)  
c. ☐ my name has been changed (attach the certificate)  
d. ☐ my certificate or declaration is incorrect (attach the documents)

**Part 3. Processing information.**

SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	Height	Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced
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**My last certificate or declaration of intention was issued to me by:**

INS Office or Name of court	Date (Month/Day/Year)
Name in which the document was issued:	
Other names I have used (if none, so indicate):	

**Since becoming a citizen, have you lost your citizenship in any manner?**

- ☐ No ☐ Yes (attach an explanation)

**Part 4. Complete if applying for a new document because of name change.**

**Name changed to present name by: (check one)**

- ☐ Marriage or Divorce on (month/day/year) \_\_\_\_\_ (attach a copy of marriage or divorce certificate)  
☐ Court Decree (month/day/year) \_\_\_\_\_ (attach a copy of the court decree)

**FOR INS USE ONLY**

Returned	Receipt
Resubmitted	
Reloc Sent	
Reloc Rec'd	
<input type="checkbox"/> Applicant Interviewed	
<input type="checkbox"/> Declaration of Intention verified by _____ <input type="checkbox"/> Citizenship verified by _____	
Remarks	
Action Block	
<b>To Be Completed by Attorney or Representative, if any</b> <input type="checkbox"/> Fill in box if G-28 is attached to represent the applicant	
VOLAG#	
ATTY State License #	

*Continued on back.*

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**Part 5. Complete if applying to correct your document.**

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If you are applying for a new certificate or declaration of intention because your current one is incorrect, explain why it is incorrect and attach copies of the documents supporting your request.

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**Part 6. Complete if applying for a special certificate of recognition as a citizen of the U.S. by the Government of the foreign country.**

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Name of Foreign Country \_\_\_\_\_

**Information about official of the country who has requested this certificate (if known)**

Name

Official title

Government Agency

**Address:** Street #  
and Name

Room #

City

State or  
Province

Country

Zip or  
Postal Code

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**Part 7. Signature.** *Read the information on penalties in the instructions before completing this part. If you are going to file this application at an INS office in the U.S., sign below. If you are going to file it at a U.S. INS office overseas, sign in front of a U.S. INS or consular official.*

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I certify, or, if outside the United States, I swear or affirm, under penalty of perjury under the laws of the United States of America that this application, and the evidence submitted with it, is all true and correct. I authorize the release of any information from my records which the Immigration and Naturalization Service needs to determine eligibility for the benefit I am seeking.

**Signature**

**Date**

Signature of INS  
or Consular Official

Print Name

Date

**Please Note:** *If you do not completely fill out this form, or fail to submit required documents listed in the instructions, you may not be found eligible for a certificate and this application may be denied.*

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**Part 8. Signature of person preparing form if other than above. (sign below)**

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I declare that I prepared this application at the request of the above person and it is based on all information of which I have knowledge.

**Signature**

**Print Your Name**

**Date**

Firm Name  
and Address